

**HIGHLANDS RECREATION DISTRICT BOARD MEETING**  
**Wednesday, March 14, 2017**

Attendants:

BOARD-

Pam Merkadeau (PM)  
Hal Carroll (HC)  
Eric Olbekson (EO)  
Michelle McNeil (MM)  
Sterling Sakai (SS)

STAFF-

Brigitte Shearer  
Tricia Hall (left at 8:26)  
Rebecca Hitchcock (left at 7:57pm)  
Portor Goltz, Counsel (left at 7:57pm)

**CALL TO ORDER**

The meeting was called to order at 7:01PM by Board Member EO

**REVIEW AND APPROVAL OF THE MINUTES**

Board Member MM made a motion, PM second, to approve the minutes of the February 15 Regular Board meeting. The motion passed unanimously.

**INTRODUCTION OF GUESTS**

Monika Peschke (left at 8:26pm)

**COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE**

none

**MANAGER'S REPORT**

A. Programming –

- a. EEC – See staff report. Board asked clarifying questions re: carpet cleaning and staffing
- b. ASP – See staff report.
- c. Seasonal Programs/ Events – see staff report.
- d. Pool – See staff report.

B. Facilities and Grounds

- a. Dome was successfully put up with new door.
- b. County Health Inspection @ pool on 3/7/17– passed successfully. This was the first inspection ever in dome.
- c. Diving board option assessment completed. See separate board report
- d. PG&E cut (some of) dead tree near power pole by sports court
- e. BSS will attempt to schedule some open space days in April/ May.

- f. Cal Fire Sponsor training class will be offered on April 6 at Ben Lomond Camp
- g. Asphalt repairs in parking lot and pathway will be repaired shortly.

C. Admin

- a. Copies of audit emailed to Board members
- b. All Staff Training June 4 , 9am – 1pm ; Required for all staff (except college students not yet in town)
- c. Board Members invited to attend all or part of day, Board Member SS will attend
- d. Handbook revamp: New insurance broker offered handbook revamp for free. Several new requirements have been included. It will then be reviewed by Counsel
- e. BSS attended first CAPRI Board Meeting. It was a good opportunity to learn more about liability and worker's comp claims experienced by other park and rec districts.
- f. Safety Committee meeting was on 3/7/17. CAPRI requires quarterly meetings.
- g. HRD is sending welcome packets to new homeowners.

**COMMITTEE REPORTS**

Ad hoc Personnel Committee reported on its meeting regarding compensation philosophy and budget planning.

**FINANCIAL REPORT**

The YTD financials were discussed. The Rec is at 67% of the budget.

**UNFINISHED BUSINESS**

- A. Discussion re: Open space – The Board discussed the status of the open space. Board requested copy of the communication sent to the lowdown for publication.
- B. Discussion/ Motion re: SB415 (election cycles for Districts) – The Board discussed the currently available options for moving the HRD Board Member elections to even years. Board Member HC made a motion , MM second, to adopt Resolution 2017-1, adopting a 3 year term for Board Members elected at the upcoming November 2017 and November 2019 elections. The motion passed unanimously.
- C. Discussion/ Motion re: HRD Board Core Values policy - The Board discussed the proposed Core Values statement. Board Member SS made a motion, MM second, to adopt the proposed Core Values with one amendment: 'Prohibit ' will be changed to 'Will not tolerate'. The motion passed unanimously.
- D. Discussion re: Q1 2017 Strategy Session recap and next steps – BSS presented a summary of the January 28 Strategy meeting. The Board directed BSS to proceed with obtaining as-built drawings for the main building.

**NEW BUSINESS**

- A. Discussion/ Motion re: transferring funds to the EEC Reserve fund. In light of strategy meeting discussions just completed, Board directed BSS to prepare a resolution to establish and fund a Building Reserve account.
- B. UPCOMING MEETINGS: APRIL 11. MAY 9

### **PAYMENT OF THE BILLS**

After discussion regarding certain expenses for education and for new equipment, bills were passed for the Board's review and signatures. Board Member HC made a motion, MM second, to pay the bills. The motion passed unanimously.

### **ADJOURNMENT**

Board Member MM made a motion to adjourn the meeting ( HC second) The motion passed unanimously. The meeting adjourned at 8:44pm

Respectfully submitted,  
Brigitte Shearer  
Board Secretary